



# ***SUPPLEMENTAL INSTRUCTIONS***

## **2008 General Election Edition**

**October 20, 2008**

***Department of Elections for New Castle County***  
820 N. French Street, Suite 400  
Wilmington, Delaware 19801



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## **IMPORTANT INFORMATION**

1. Only those people identified on page 32 of *The Election Officer Manual* should be in the Polling Place.
  - a. When a custodian or building maintenance person is in the building, he/she shall not be in the voting area unless needed to resolve a problem. People who bring food to/for Election Officers shall leave promptly after they have delivered the food.
  - b. Election Officers shall not accept advice or guidance from anyone except from Board of Elections members, Department of Elections staff, or attorneys from Delaware's Department of Justice. The Inspector shall refer persons attempting to interfere with the election to the Department of Elections at the Voting Machine Hotline at 577-5060.**
  - c. There may be some instances where other activities are taking place in a building that is used as a Polling Place. These activities may not be political in any respect nor may they be in the same area where voting is taking place. Report any instance of political activity to the Voting Machine Hotline at 577-5060.
2. Make sure you do not leave the Polling Place until it is locked.
- 3. In addition to the *Poll List*, there is a *Supplemental Poll List* that was picked up by the Inspector. Make sure you use the *Supplemental Poll List* as well as the regular *Poll List*. This will reduce the number of people you will have to process at the Update Table.**
4. Do not plug coffee pots or any other devices into any voting machine.
5. The polls open at **7 A.M.**. Make sure you are ready to allow voters to start voting at 7 a.m.
6. Keep the personal cell phone designated for Election Day use by the Inspector **plugged in and turned on** all day so that we can contact you. Notify the Voting Machine Desk at 577-5060 if you need to use a cell phone that is different from the one reported to the Department before the Election.
7. Make sure all Election Officers understand what Election Districts are voting in your building if more than your district.

8. If you are short one or more Election Officers, attempt to fill the vacancies. If you are successful in finding a REGISTERED VOTER of the appropriate political party to fill the vacancy, be sure to legibly print the full name, address, phone number and social security number on the *Election Officer Pay Voucher*.

9. Use signs, etc. to direct voters to the Polling Place and within the Polling Place. Periodically check throughout the day that they have not been disturbed and are in the correct position.

10. If there is a problem with the voter and/or his/her records, explain the problem on the front of the voter's Signature Card.

11. Use the pink *Bribery Oath* only when someone has been challenged for bribery.

12. There is no longer an *Affidavit for Child to Accompany Voter in Voting Booth*. Children 17 years of age or younger accompanying a voter no longer have to be related to the voter.

13. You must use the yellow *Affidavit of Affirmation of Voter Identity* when a voter does not have proof of identity unless the signature card is noted "ID Required".

14. Leave the Polling Place clean and orderly. Make sure all trash is in a trash can.

15. It is imperative that the CLERK assigned to take the *Memory Cartridge Pouch* (with memory cartridges and tapes) to the Zone Reporting Station listed on the pouch is dispatched immediately after:

- The memory cartridges and **signed** *Extra Copy* 3 tapes from all the voting machines assigned to the Election District have been sealed in the *Memory Cartridge Pouch*;
- He/she has signed the *Election Officer Pay Voucher*, and
- He/she has signed Section II on both copies of the *Voting Machine Certificate*.

16. Make sure that all voting machine tapes are signed by all remaining Election Officers: *Record Tape/s*, *Extra Copy 1*, *Extra Copy 2* and *Extra Copy 3*.

17. After each election, the Department receives many requests to correct names on Poll Lists and Signature Cards. Most of these requests cannot be accommodated because the names are correct in the database. Signature Cards and Poll Lists are printed from the same data file. Names on Poll Lists and Signature Cards are formatted as follows because of space limitations on the Poll List:

Last Name   First Name   Middle Initial   Suffix

- ♦ If the data base reads John C. Jones, Jr., the name would read:

JONES   JOHN   C   JR

- ♦ If the data base reads J. Charles Jones, the name would read:

JONES   J   C

- ♦ If the data base reads Mary Ann Miller, the name would read:

MILLER   MARY   A

## **CORRECTIONS and ADDITIONS**

### ***To Election Officer Checklists***

#### ***Page 10, Signature Card Box(es)***

**Delete the “*Voted by Absentee Ballot divider*” and add, “*Left Without Voting divider*”**



- **VOTING MACHINE TIPS**

1. Follow the procedures in *The Elections Officer Checklists* step-by-step.
2. Use two (2) Election Officers to lower the voting machine to the flat position in the morning and two (2) Election Officers to raise the closed machine to the vertical position at the end of the day.
3. Operate the voting machine from the right side. This gives you easier access to the OFFICERS CONTROL BUTTON.
4. Remind voters to check his/her selection before pushing the green "VOTE" button.

## **ELECTION DAY PHONE NUMBERS**

**VOTING MACHINE DESK** 577-5060

**VOTER INFORMATION CENTER** 577-8300

**REGISTRATION AUTOMATED INQUIRY** 577-3464

**ABSENTEE VOTER INFORMATION** 577-5102

## **DROP OFF POINTS, ENVELOPES, ETC**

Immediately upon departing the Polls on the night of the General Election, the Inspector **SHALL** return **ALL** items listed on page 74 H of the *Election Officer Checklists* to one of the following locations:

1. **Brandywine High School** -- Parking Lot (until 10:15 p.m.)  
1400 Foulk Rd  
Wilmington, DE 19803
2. **Carvel State Office Building**  
820 N. French Street  
Wilmington, DE 19801
3. **Department of Elections Warehouse**  
Parkway Industrial Park  
200-1B Lisa Drive  
New Castle, DE 19720
4. **Dickinson High School** -- Parking Lot (until 10:15 p.m.)  
1801 Milltown Rd  
Wilmington, DE 19808
5. **Glasgow High School** - Parking Lot (until 10:15 p.m.)  
1901 S College Ave  
Newark, DE 19702
6. **Middletown High School** – Parking Lot (until 10:15 p.m.)  
120 Silver Lake Rd  
Middletown, DE 19709

**NOTE:** After 10:15 p.m., the Inspector shall return **ALL** items listed on page 74 of the *Election Officer Checklists* to the Carvel State Office Building (4<sup>th</sup> Floor) or the Department of Elections Warehouse as listed above.